



## **Minutes HISTORY MUSEUM AND LIBRARY ADVISORY BOARD Wednesday, May 4, 2016**

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, May 4, 2016, within the Tempe History Museum - Board Room, 809 E Southern Ave., Tempe, AZ.

**(MEMBERS) Present:**

Virginia (Ginny) Sylvester (Chair)  
John Linda (Vice-Chair)  
Margaret (Peggy) Moroney  
Gail Rathbun  
Joaquin Rios  
Jacque Tobias

**(MEMBERS) Absent:**

David Huizingh  
Mary O'Grady  
Jennifer Wagner

**City Staff Present:**

Barbara Roberts, Deputy Director, Library and Cultural Services  
Brenda Abney, Museum Manager, Library and Cultural Services  
Amanda Martin, Administrative Assistant, Tempe History Museum

**Agenda Item 1 - Call to Order:**

- Virginia (Ginny) Sylvester, History Museum and Library Advisory Board Chair, called the meeting to order at 5:37 p.m.

**Agenda Item 2 - Call to the Audience:**

- None

**Agenda Item 3 – Approval of the April 6, 2016 History Museum and Library Advisory Board Meeting Minutes - ACTION**

- Virginia (Ginny) Sylvester asked Board members to review the unapproved History Museum and Library Advisory Board Meeting Minutes document dated April 6, 2016.

MOTION: Joaquin Rios made a motion to approve the April 6, 2016 History Museum and Library Advisory Board Meeting Minutes as presented.

SECOND: Gail Rathbun seconded.

DECISION: The April 6, 2016 History Museum and Library Advisory Board Meeting Minutes were approved as presented.

**Agenda Item 4 – Friends of the Tempe Public Library Report:**

- None

**Agenda Item 5 – Tempe Historical Society Report:**

- Brenda Abney reported on the following to the Board:
  - Eduarda Yates has requested that a replacement be found for her position as Tempe Historical Society (THS) reporting liaison to the History Museum and Library Advisory Board. THS board members will choose a replacement liaison at their next meeting on Wednesday, May 11, 2016.

**Agenda Item 6 – Staff Reports:**

- Library Report – Barbara Roberts reported on the following to the Board:
  - Tempe City Council wants to hear more from city Boards and Commissions, and is now requiring all active Boards and Commissions to submit an annual activity report, covering information for a full year from November 1 to November 1. This year's reports are due by November 1, 2016.
    - Annual Reports may consist of the following: a list of current board members, term expiration dates, and meeting attendance data; a list of current board members, term expiration dates, and a narrative highlighting activities or projects the board has been a part of throughout the year.
    - Council will review all Board reports and may select one or more boards to appear at a City Council meeting to present a verbal report.
    - B. Roberts stated that she will obtain clarification about the timeframe which needs to be addressed in the November 1, 2016 report; whether Council wants information about Fiscal Year 2015-2016, or calendar year January 1, 2016-October 31, 2016.
    - Virginia (Ginny) Sylvester suggested that the History Museum and Library Advisory Board submit relevant meeting minutes documents as part of its report.
  - B. Roberts stated that new radio frequency identification (RFID) self-checkout machines are installed and operational. The Library is waiting for the new automated book drops and sorting machines which will arrive and be installed in June.
    - The Xchange business incubator space, renamed as the Business, Resource and Innovation Center (BRIC), is under construction, and an office is being constructed for the College Connect staff person, to be shared by the Library's teen librarian within the Teen Center.
  - Library staff was approached by the St. Joseph The Worker organization to be a location for their Mobile Success Unit on the Tempe Community Complex.
    - Roberts confirmed that the organization is approved to have a presence on the Community Complex from 1-4 p.m. the first Wednesday of every month during the summer beginning June 1, 2016. The mobile unit will be located in parking lot to the south of the Library, just beyond the ADA accessible parking area. Roberts added that the organization may be offered a more frequent schedule if its summer services are deemed successful. The mobile unit has successfully offered services at the Burton Barr Library.
    - Roberts stated that the mobile unit is staffed by individuals who have their Masters of Social Work (MSW), and services provided will include resume

- creation, job hunting advice, interview practice, and professional clothing and hygiene items.
  - John Linda asked if the St. Joseph organization partners with iHelp, and Margaret (Peggy) Moroney asked if the organization works with Threadz. Roberts encouraged all Board members to visit the Mobile Success Unit during its scheduled hours at the Library to obtain more information about its services and partnerships.
  - Virginia (Ginny) Sylvester asked if the Library offers programs for special needs adults or adults with cognitive issues that age-out of youth programs. Roberts stated that since Tempe is now a “Dementia-friendly City” that Library staff is planning programs geared towards teens and adults with cognitive impairments.
  - B. Roberts reminded the Board about Robert Lashua’s April 6 board meeting presentation related to his request to name a literacy center for long time staff member John Gannon.
    - Roberts explained that she and R. Lashua will present the Board-approved naming request at the City Council’s Information Review Session (IRS) on Thursday, June 2, 2016. Roberts further explained that if Council decides to consider the request, it will be placed on a formal Council agenda for approval. If approved, Lashua will then begin the formal fundraising portion of the project that will fund the construction and furnishing of the center.
  - The City Manager has approved the candidate for the Community Services Arts and Cultural Deputy position. Ralph Remington has accepted the position and is scheduled to start on June 2, 2016.
  - The recruitment process for the Deputy of Library Services position has closed, and the first round of interviews will take place on Monday, May 9, 2016. History Museum and Library Advisory Board chair, V. Sylvester will serve on the initial interview panel. Roberts encouraged members of the Board to attend the final candidate interview forum, which is open to the public and scheduled to occur on Wednesday, May 25, 2016.
  - Registration opened on May 1 for the Library’s *Summer Fun* program.
    - Roberts noted the following changes to this year’s program: prizes will no longer be offered to adults participating in the program; every child who registers for the program will read a story online that will actually be a pre-test to determine their initial reading skill level, and another online story when they complete the program to measure the effectiveness of the program. Results will be sent to each participant’s teacher and parents.
    - V. Sylvester asked whether the program is open only to youth from the Tempe school district. Roberts confirmed that the program is open to all youth in the valley.
    - Margaret (Peggy) Moroney inquired about the ages permitted to participate in the youth program, and where youth can take the initial and final reading tests. Roberts answered that all ages can participate in the overall program, but the “testing” is for youth in grades 3 through 12, and that testing can occur at any public or private location that has internet access.
  - The Library’s *Water for Fines* program started May 1 and runs through June 30. Roberts explained that the program allows a patron to donate a case of water at the Library and have all fines erased from their account, except those fines currently in collections; one bottle removes \$1 of fines from an account. Roberts added that all donated water goes to the Tempe Community Action Agency (TCAA) to provide water to the homeless during the summer.
- Museum Report – Brenda Abney reported on the following to the Board:

- B. Abney distributed a written report containing statistic comparisons between 2014, 2015 and year-to-date (YTD) 2016, the current projects and upcoming events taking place at the museum.
- Museum programming concludes for the season with three indoor events: the May 19 *Third Thursdays* program features Valley Radio Personalities – Then and Now; May 20 features the band *Dry River Yacht Club* and May 21 features live music from *Ghetto Cowgirl*.

**Agenda Item 7 – Consideration to approve revised Interlibrary Loan policy:** Discussion and possible action

- Barbara Roberts provided the Board with a copy of the previous Interlibrary Loan Policy, as well as a copy of the revised Interlibrary Loan Policy.
  - B. Roberts explained that the Interlibrary Loan system allows a patron to request that the Tempe Library borrow materials from another library if the Tempe Library does not carry the requested item. Roberts clarified that Interlibrary Loans cannot be requested for DVDs and CDs or current best seller titles.
  - Virginia (Ginny) Sylvester noted that a comma should be removed between “cost” and “fee” in the seventh line of section 7 of the policy and replaced with the word “and.”
  - Brenda Abney noted that an “e” needs to be added to the word “Rquested” in the title of Section 3 of the policy.

MOTION: John Linda made a motion to approve the revised Interlibrary Loan policy with two corrections as noted.

SECOND: Margaret (Peggy) Moroney seconded.

DECISION: The revised Interlibrary Loan policy was approved with two corrections as noted.

**Agenda Item 8 – Consideration to approve revised Library policy on Borrower's Privileges:**

Discussion and possible action to approve revised Library policy on Borrower's Privileges

- Barbara Roberts provided the Board with a copy of the previous Library policy on Borrower's Privileges, as well as a copy of the revised Library policy on Borrower's Privileges.
  - Roberts explained that revisions affect the following areas: increased acceptance of different methods of photo identification used to obtain a library card, address verification requirements, item loan periods, item check-out limits and processing of cash refunds.
  - Roberts stated that the library will now accept green cards and matricular consular cards from Mexico as valid forms of identification.
  - Joaquin Rios thanked Roberts for including Phoenix municipal IDs as a valid form of identification.
  - Virginia (Ginny) Sylvester asked if there is a loan limit when using e-Books. Roberts confirmed that the Library's computer system keeps track of e-Book usage and removes items from user's devices when the usage limit is reached.

MOTION: Gail Rathbun made a motion to approve the revised Library policy on Borrower's Privileges as presented.

SECOND: Joaquin Rios seconded.

DECISION: The revised Library policy on Borrower's Privileges was approved as presented.

**Agenda Item 9 – Museum Collections Committee Report** - Discussion and possible action on committee report recommendations

- Written report for May provided.

- Jacque Tobias shared her concern about the acquisition of a Legend City photo souvenir, which shows a caricature depiction of Native Americans.
  - B. Abney stated that the souvenir was produced in a photo gallery within Legend City and that it is historic in its relation to the theme park. Abney confirmed that if approved for acquisition, the Museum would be sensitive to how the item is displayed. Abney further confirmed that Curator of Collections, Josh Roffler, will make a note in the item record that tribal entities should be consulted prior to displaying the souvenir.

MOTION: Margaret (Peggy) Moroney made a motion to approve recommended acquisitions with the addition of a note to accompany the Legend City souvenir photo.

SECOND: Jacque Tobias seconded.

DECISION: Recommended acquisitions were approved with the addition of a note to accompany the Legend City souvenir photo.

#### **Agenda Item 10 – Board Members' Announcements**

- None

#### **Agenda Item 11 – Adjournment**

- Chair Virginia (Ginny) Sylvester adjourned the meeting at 6:24 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, June 1, 2016 at 5:30 PM in the Tempe Public Library – 2<sup>nd</sup> Floor Board Room.

Prepared by: Amanda Martin

Reviewed by: Barbara Roberts and Brenda Abney

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Approval signature: History Museum and Library Advisory Board Member